

12.

Motor Equipment

Motor Equipment

This page intentionally left blank

Motor Equipment

Policies

Motor equipment that is owned, rented, or leased by the U. S. Government may be used only for official purposes by LANL employees and subcontractors and other government personnel. "Official purposes" are those required to carry out authorized programs as determined by line managers.

"Motor equipment" means any equipment that is self-propelled or drawn by mechanical means. Included in motor equipment are "Motor vehicles," defined as those designed to be operated principally on roadways for the transportation of property or passengers. "Other motor equipment" is the remainder, which includes:

- construction equipment
- forklifts
- motorized carts

Cross-references:

41 CFR 101-38.3

41 CFR 109-38.54

Laboratory Implementation Requirement (LIR) 402-1320-01

Government motor equipment will be protected and preserved. Systems will be established by which equipment receives preventive maintenance according to manufacturers' specifications.

Motor Equipment

Motor Vehicles

Responsibilities

DOE/AL

The Department of Energy Albuquerque Operations Office (DOE/AL) establishes fleet levels for the number of vehicles for Los Alamos National Laboratory (LANL).

General Services Administration

Most government motor vehicles at LANL are owned and operated by the General Services Administration Fleet Management Center (GSAFMC) of Los Alamos. GSA vehicles are designated with a G on their license plates. Vehicles from this fleet are assigned to DOE, LANL, and its on-site subcontractors.

Note: The DOE owns additional motor equipment, including a small fleet of vehicles; DOE vehicles are identified by an E on their license plates.

Vehicle Advisory Team

The Vehicle Advisory Team (VAT) has members who represent all LANL organizations with government vehicles. The VAT advises Property Management (PM) on implementing motor vehicle policies and procedures, which it reviews periodically for needed improvements. This team is responsible for ensuring maximum use of motor vehicles by reviewing their allocations and usage according to DOE approved local-use objectives. The VAT may recall or reassign vehicles that do not meet the objectives.

Fleet Management Team

The Fleet Management Team (FMT) of Property Management has the primary responsibility for managing LANL-assigned motor vehicles. In addition to serving as the authority for motor vehicle management, the FMT is responsible for:

- assigning motor vehicles

Motor Equipment

- providing guidance and assistance to vehicle coordinators
- maintaining vehicle records not kept by GSA
- certifying GSA billing
- preparing some motor vehicle reports
- identifying vehicle-related cost saving opportunities
- performing liaison duties among the VAT, GSA, DOE, Johnson Controls Northern New Mexico (JCNNM) and other customers

Vehicle Coordinators

Vehicle coordinators (VCs), many of whom are Property Administrators (PAs), oversee motor vehicles for their organizations. This responsibility includes:

- reporting monthly vehicle mileage in the on-line vehicle mileage reporting system
- obtaining vehicle sign-out trip/activity logs, if applicable, and maintaining them for annual vehicle utilization reviews

Note: After the reviews are complete, the logs may be discarded

- keeping motor vehicle forms, reports, and other records on file as required by the FMT, the VAT, and line management
- distributing and reviewing motor vehicle forms and reports
- ensuring that motor vehicles are sent for maintenance in a timely manner

Motor Equipment

- notifying the FMT about and requesting guidance for disposing of motor vehicles that are no longer needed
- knowing the location or operator of each motor vehicle they're responsible for
- serving as the primary points of contact for motor vehicles in their domains
- informing management of suspected misuse or lack of protection of motor vehicles

Operators

Anyone operating a government motor vehicle must:

- be 17 or older and have a valid U.S. driver's license. If the driver is under 18,
 - driving must be occasional and incidental to regular duties
 - driving is restricted to daylight hours and within a 30-mile radius of the place of employment
 - driving is restricted to sedans, minivans, or small trucks under 6,000 GVWR
- be 18 or older to have Department of Transportation (DOT) certifications suitable for the type of vehicle and cargo.
- ensure that proper procedures for monitoring vehicles for potential contamination are followed.
- complete the trip/activity log, as applicable, each time the vehicle leaves its assigned location.
- use the motor vehicle only for official, authorized work.
- follow all traffic laws, including those for speed limits and seat-belt usage.

Motor Equipment

- not pick up hitchhikers or otherwise transport people not doing official work, except in life-threatening emergencies
- not smoke in the vehicle
- report all accidents or mechanical problems as specified in this chapter
- never leave the vehicle running while it is unattended
- return the vehicle as soon as it is no longer needed so it is available for others to use it
- lock the vehicle when leaving it

The operator must treat the vehicle with the best possible care. This includes:

- delivering the vehicle for preventive maintenance promptly upon notification that it is due
- checking before each trip for any leaks, damage, or mechanical problems, and reporting them to the VC or GSA immediately
- if the first driver of the vehicle that day, ensuring that the following are checked and corrected:
 - oil level
 - coolant level
 - battery fluid
 - cleanliness of windows, mirrors, headlights, and tail lights
- In addition, as required by 41 CFR 109-38.1350, the vehicle operator must do the following to reduce fuel consumption:
 - avoid idling engines (for cars, minivans, or pickup trucks, turn off the engine if the vehicle is

Motor Equipment

to be parked for 30 seconds or more)

- practice economical vehicle usage whenever possible (for example, use the subcontractor taxi service, combine several trips into one, share vehicles, etc.)
- use the most practical vehicle for the job
- maintain tire pressure to the tire manufacturer's recommendations (pressure should be checked by the first driver of the week)

Motor Equipment

Procedures

Acquisition

Leases

GSA

To maximize vehicle usage, the FMT assigns vehicles to and recalls GSA vehicles from LANL organizations. The VAT instructs the FMT as to which vehicles will be assigned and recalled.

Organizations may request additional GSA vehicles by submitting Form 206D, titled "Request for Additional Vehicles" (see Appendix). The organization's requester gets Form 206D from the FMT or VC, completes it, obtains approval signatures from the line manager and the VAT representative, and forwards it to the FMT.

The FMT presents the request to the VAT, which approves or disapproves it according to standard criteria. If the request would place LANL in violation of the vehicle count ceiling set by DOE, the request is submitted to DOE/LAAO for final review by DOE/AL.

If the request is not approved, the FMT provides notification to the requester.

Additional vehicles may be leased from GSA to serve temporary needs for up to 60 days. Requesters wanting to do so must contact the FMT for help.

All requests for leasing commercial vehicles for more than 60 days must be fully justified and approved by DOE/AL. The FMT forwards lease requests to DOE for approval. Continually renewing leases for less than 60-day intervals is specifically **prohibited** by DOE/AL.

PMR 109-26.501.52

Motor Equipment

DOE

DOE-owned vehicles are acquired as follows:
A requester first obtains a letter from GSA that the desired vehicle is unavailable from them. The requester fully justifies, in a written memo to the FMT, the organization's need for the desired vehicle and provides the vehicle's specifications and cost. The memo requires the line manager's signature.

The FMT reviews the GSA letter and justification memo and forwards them, with its recommendation, to the DOE Los Alamos Area Office (DOE/LAAO) for review and recommendation for approval from DOE/AL.

The requester sends to LANL procurement the vehicle Purchase Request (PR, see Appendix) with the approval documents attached.

Note: PRs for vehicles cannot be processed until the necessary approvals are obtained.

GSA

Receipt of newly acquired GSA vehicles is handled by GSA.

DOE

DOE-owned vehicles are received like other property items according to LANL policy and procedures (see Chapter II, "Acquisition"). Requesters must notify PAs of vehicle acquisitions to ensure items are entered on PAIRS by Property Accounting.

Receipt

Motor Equipment

License Plates

GSA

GSA obtains license plates (G plates) for GSA vehicles. The FMT records and tracks G plates.

DOE

All DOE-owned motor vehicles must bear license plates (E plates) designating them as DOE-owned. To obtain an E plate, requesters or their VCs furnish information to the FMT on the E plate Request Form (see Appendix). The FMT reviews the form and requests the E plate from JCNNM, which will only issue a plate if it has received the FMT memo. E plates are tracked on the property database (PAIRS) and on the JCNNM database.

JCNNM maintains a record of E plates issued, reassigned, destroyed, or voided; the record specifies the vehicles to which plates are assigned. Until they are issued, plates are stored in a locked repository, for which only a custodian and designee (authorized in writing by JCNNM management) have the key or combination. A spare set of keys to each DOE vehicle is kept by JCNNM.

Reporting Missing Plates

GSA

A vehicle operator noticing that a front or rear license plate is missing from any government vehicle, or if a plate is significantly damaged, must:

- Immediately notify GSA if a G plate
- Within 24 hours, write and submit to the GSAFMC an explanation of the circumstances surrounding the missing plate

Note: GSA will arrange for replacement of the plate as soon as possible.

- take the vehicle to the GSAFMC to have the G plate replaced

Motor Equipment

DOE

A vehicle operator noticing that a front or rear license plate is missing from any government vehicle, or if a plate is significantly damaged, must:

- immediately notify the FMT and the LANL Facilities, Safeguards and Security organization (S/SPO) if an E plate
- take the vehicle to JCNNM to have the plate replaced

Note: The FMT will arrange for replacement of the E plate as soon as possible.

- within 24 hours, write and submit to the FMT an explanation of the circumstances surrounding the missing plate

41 CFR 109-38.305-51

Inventories

PAs check license plates on DOE-owned vehicles for their organizations during equipment inventories.

Sub-leasing/ Lending

Sub-leasing of GSA vehicles by one LANL organization to another is not allowed. A vehicle leased by one organization cannot be used by another organization with the condition that the costs will be charged back to the user's cost center or program code.

Lending vehicles among LANL organizations is allowed. However, if the loan period exceeds one month, the vehicle must be transferred from one organization to the other with the understanding that such vehicles will be transferred back at the lending organization's request. The one-month limit does not apply to vehicle pooling among organizations. The FMT assists with all transfers.

Motor Equipment

Special Equipment

GSA

Only the GSAFMC may approve the installation of equipment on GSA vehicles. An organization that needs special equipment requests its installation in a memo written by the vehicle operator and sent to the GSAFMC. A copy of the memo is also sent to the FMT and the BTL. The equipment may not be installed before authorization is received from the GSAFMC.

DOE

Installation of special equipment on DOE vehicles is processed as a normal LANL procurement.

Taking Vehicles to Residences

Policy

A LANL worker may not use a government vehicle to drive between his or her work site and residence unless one or more of the following justifications apply:

- he or she is an on-call emergency response worker using an emergency response vehicle (see Emergency Response Vehicles below)
- the worker is required by the line manager, **without prior notice**, to work beyond normal hours and has no other means of getting home
- taking the vehicle home will avoid cost because
 - work requirements demand that the operator make an early morning departure on an official trip
 - and*
 - a significant saving in travel time will result from overnight assignment of the vehicle
- taking the vehicle home is required for safety or security reasons

Motor Equipment

- an emergency exists at the residence that threatens life or property, such as a fire or critical illness, and no private vehicle is available
- the worker is taking the vehicle out of Los Alamos County for warranty repair

A Government Vehicle Work-To-Home approval Form 564 (see Appendix) is required **for each trip** when government vehicles are used for approved purposes.

Note: There is an exception for Emergency Response vehicles, which may have Form 564s that are good for a year and may be renewed annually.

According to federal regulations, employees or contract workers found in violation of work-to-home policy are subject to penalties ranging from a minimum one-month suspension without pay to termination of employment and possible criminal prosecution.

41 CFR 109-38.5406

Procedures

Non-emergency Use

Before a vehicle is driven home, the operator must obtain an approved Form AL 564, if circumstances permit. The operator contacts the VC for a form as soon as the need is known for non-emergencies (defined as situations that are not life threatening or do not involve loss of property). The operator completes the form and has it signed by the line manager. The vehicle operator or VC then forwards the form to the FMT for review and approval. At least 24 hours advance notice is preferred. In the absence of the FMT, a PM manager can approve a Form 564.

When circumstances do not permit obtaining Form AL 564 in advance, the operator must obtain it within 1 working day after taking the vehicle. If the operator is not able to obtain/submit the form, the VC may do it.

Motor Equipment

The FMT returns the approved form to the operator or VC; the operator keeps the original and the VC keeps a copy. The FMT notifies vehicle operators or VCs promptly if a form is disapproved. The Form 564 is kept in the vehicle's glove box until it expires or is no longer needed.

Emergency Use

The vehicle operator should inform group management, if possible, before taking a government vehicle for emergency use (a situation that is life-threatening or involves loss of property). The vehicle operator must complete and forward Form 564 within 24 hours after the emergency occurred. The operator sends the form to the VC, who makes a copy for the organization and forwards the original to the FMT. The FMT retains the original form for three years.

Fuel

GSA Credit Cards

The Los Alamos office of GSA supplies a GSA credit card for each GSA vehicle. Each card is embossed with the license plate number of the vehicle and can only be used to fuel that vehicle. They cannot be interchanged to fuel other vehicles. The credit cards may be used only at service stations listed in the Government Vehicle Operator's Guide to Service Stations for Gasoline, Oil and Lubrication, which is found in the glove boxes of GSA vehicles.

Operators of GSA vehicles are responsible for ensuring the following required information is clearly and legibly noted on credit card sales tickets:

- date
- quantity of fuel purchased
- other items purchased, such as oil, wiper blades
- odometer reading
- signature

Motor Equipment

- Verification that machine imprinted total cost is the same as handwritten total cost Unit price
- total cost
- type of fuel purchased

GSA credit cards **must** be safeguarded at all times, and are not to be left in unattended vehicles. The loss or theft of a GSA card is to be reported to the GSAFMC immediately, and a written explanation of the circumstances surrounding the loss sent to the GSAFMC within 24 hours of the notification.

Note: LANL "Purchase Cards" may not be used to purchase fuel for GSA vehicles.

Vehicle operators are to use self-service pumps, unless prevented from doing so by a disability, and to use only nonpremium unleaded gasoline. Every attempt should be made to purchase fuel from stations offering lowest prices.

On-site LANL Fuel Station

Only the following vehicles may use the pump keys/badge reader provided for on-site LANL fueling:

- DOE-owned vehicles
- GSA compressed natural gas vehicles (CNGs)
- Certain exempt GSA vehicles from LANL's S-site fueling station

Note: Fueling vehicles does not require monitoring them for contamination because the vehicle does not leave the possession of the operator. (See monitoring under repairs.) However, there may be site-specific monitoring requirements. Operators with questions about monitoring must check with their Line Manager or LANL Facility Management Unit prior to taking a vehicle to a vendor for fuel.

Motor Equipment

Releasing Vehicles to the Public Domain

Policy

A vehicle is considered to be in the public domain when the keys to the vehicle are relinquished to a business or person who is not a LANL worker authorized to operate the vehicle. Public Domain includes JCNNM vehicle maintenance operations and the GSA fleet management center.

Safety/Security

To safely release a vehicle to the public domain, the operator must ensure the vehicle is free of the following: all hazardous chemicals, materials, objects, and residues; radioactive contamination; trash; government equipment that is not part of the vehicle; any loose items, such as empty containers; and classified materials.

Responsibility

The line manager of the organization (or designee) to which the vehicle is assigned is responsible for ensuring that the vehicle and the required forms are properly prepared before release to the public domain.

Procedure

Effective August 5, 1996, the line manager (or designee) must fill out Form 1752 (Vehicle Release Form, See Appendix) to ensure that all reasonable actions to protect the public, workers, and the environment have been taken before a vehicle is released to the public domain. The Form 1752 and , if appropriate, a Health Physics Release tag must be completed and properly filled out, signed, and affixed to the vehicle **before** its release.

GSA, local vendors, and JCNNM have been instructed to accept only those vehicles that are accompanied by Form 1752 and, if appropriate, the Health Physics Release tag (acknowledging that these procedures

Motor Equipment

have been completed). The line manager's (or designee's) signature confirms the responsibility and accountability for the information provided on the form 1752 and on the Release tag.

After the work on the vehicle has been completed, the vendor will forward a copy of the completed form to the Los Alamos GSA Office. GSA forwards the copy to the FMT for review.

Maintenance/ Repairs

Monitoring Policy

Every vehicle must be monitored for applicable contaminants and identified with the proper documentation before it is taken to any vendor.

Every vehicle taken for maintenance must have a Vehicle Release Form (Form 1752) certifying it has been cleared of all contaminants. Vehicles that do not have a Vehicle Release Form will not be accepted or repaired by offsite vendors (Please see the section above on vehicle release to the Public Domain.)

Preventive Maintenance

GSA

GSA sends a preventive maintenance (PM) notice (Form 3478) to the VC the first of the month in which PM is due. The VC forwards the notice to the operator. The operator has 30 days to have PM performed. If vehicles are not brought in as scheduled, GSA notifies the FMT when preventive maintenance is overdue by more than 30 days.

The FMT presents the list of vehicles overdue for PM to the VAT. The VAT forwards the notification to the VC, who must inform the line manager that preventive maintenance must be performed within two weeks or the vehicle will be recalled and reassigned. Vehicles in controlled areas may call JCNNM/MDHE for service.

Motor Equipment

The GSA Form 3478 (Motor Vehicle Service Authorization) authorizes the vehicle operator to have scheduled preventive vehicle maintenance performed. The operator takes the vehicle to any of the local vendors contracted to perform the service and presents GSA Form 3478. The vendor retains a completed copy of GSA Form 3478, which is used to maintain the preventive maintenance history database.

DOE

JCNNM establishes a preventive maintenance schedule for each DOE-owned vehicle at the time the E plate is issued for it. The schedule is based on the manufacturer's specifications for the vehicle. The VC, vehicle custodian, or vehicle user is responsible for delivering the vehicle to JCNNM or a local vendor for the scheduled maintenance on the date specified in the notice sent by JCNNM.

A chargeable work order must be in place for JCNNM to perform the PM; if taken to a local vendor, receipts must be forwarded to JCNNM/MDHE to update the database. JCNNM notifies the FMT of those vehicles that are delinquent by more than 30 days. The FMT presents the list to the VAT who authorizes notification of the line manager that maintenance must be performed within two weeks or the vehicle will be recalled and reassigned.

Repairs/Services Exceeding \$100

For any repair/service exceeding \$100, vehicle operators must contact the GSA Maintenance Control Center (GSAMCC).

Repairs/Services Under \$100

Vehicle operators are authorized to secure most repairs/services costing less than \$100, except for the following: Engine tune-ups, chassis lubrication, oil changes, and filter replacements, which are to be performed only as scheduled on GSA Form 3478 (Motor Vehicle Service Authorization) unless approved by the GSAMCC.

Motor Equipment

Warranty Repairs

Many unscheduled repairs are covered by the new vehicle warranty. Warranty information is found in the Interagency Fleet Management System Vehicle Guide located in the glovebox of the vehicle. Warranty repairs for GSA vehicles are performed by dealerships in Espanola and Santa Fe, NM; such repairs for heavy trucks are performed in Albuquerque, NM. Every vehicle taken for warranty repairs **must** have a Vehicle Release Form (Form 1752) certifying it has been cleared of all contaminants. It is the operator's responsibility to take the vehicle to a dealership for warranty repairs.

Note: The only exception is if a warranty repair is so minor that it would not be cost-effective to transport the vehicle to a dealership. For these exceptions, the vehicle operator must contact the GSAFMC, so a GSA inspector or Fleet Manager can decide whether or not the vehicle must be taken to the dealership.

DOE

JCNNM establishes a preventive maintenance schedule for each DOE-owned vehicle at the time the E plate is issued for it. The schedule is based on the manufacturer's specifications for the vehicle. The VC or vehicle custodian is responsible for delivering the vehicle to JCNNM for the scheduled maintenance on the date specified in the notice sent by JCNNM.

Motor Equipment

Accident Repairs

GSA

Damaged vehicles are brought to the GSAFMC office; their personnel obtain repair estimates and have the repairs done.

DOE

Damaged vehicles are brought to JCNNM, whose personnel estimate the cost and perform the repairs.

Breakdowns

GSA

When a government vehicle breaks down, the operator should consult the "Vehicle Operator's Manual" that is found in the vehicle's glove compartment.

DOE

When a Doe-owned government vehicle breaks down, the operator should consult the FMT pamphlet titled "Staying between the Lines" that is found in the vehicle's glove compartment.

Repair Bills

GSA

Billing for repairs/services for GSA vehicles is as follows:

- Billing will be paid by GSA from an invoice submitted by the vendor. The operator is not to retain the invoice.
- The operator is responsible for ensuring that the GSA vehicle license plate number and odometer reading are documented on each invoice.

Note: For repairs over \$50, the GSAMCC authorization number must also be referenced.

Motor Equipment

Emergency Repairs

Emergency repairs are those that cannot be postponed and are required to make the vehicle operational and get it back on the road. The limit for emergency vehicle repairs charged to the GSA credit card is **\$150**. Emergency repairs are limited to those that occur after normal duty hours or when it is impossible or impractical for the vehicle operator to contact the GSAFMC or Fleet Manager.

Use of the GSA credit card is authorized for emergency repairs; however, it may only be used at service stations under contract with the Defense Fuel Supply Center. The vehicle operator is cautioned to ask if the Government credit card is accepted prior to entering into any emergency repair agreement. The credit card receipt must be clearly marked "emergency repair," details of the repairs clearly listed, and a copy of it attached to the emergency repair work order. The receipt with the attached work order is then forwarded as soon as possible to the GSAFMC.

If the vendor will not accept the GSA credit card, the vehicle operator should pay for the repairs and ask the vendor to send an invoice to the GSAFMC. To be reimbursed for cash or personal credit card payment for emergency repairs, the operator must obtain a receipt for each purchase and verify the accuracy of all charges. The following information must appear on the receipt:

- name and address of the vendor
- date of service
- government tag number (license plate)
- odometer reading at time of repair
- itemized list of charges
- reason that the GSA credit card was not used
- signature of operator to verify information is correct
- list of charges

The receipt must be submitted as soon as possible to the GSAFMC; reimbursement by U. S. treasury check may be expected in 4-6 weeks.

Motor Equipment

Accident Reports

GSA Vehicles

If an accident occurs, regardless of who is at fault, the vehicle's operator must immediately notify each of the following in order, either by telephone or in person:

- local law enforcement (police, sheriff, highway patrol) if a private vehicle or private property is involved and the accident occurs off government property
- the GSAFMC
- LANL's Risk Management organization if a private vehicle or property is involved

The vehicle operator (or the VC, if the operator is injured) also must obtain and record information about the accident on a GSA form SF-91, Motor Vehicle Accident Report (see Appendix). Copies of the form are in every government vehicle. Completed forms must be sent in five working days to the GSAFMC, which sends copies to the FMT.

DOE Vehicles

If an accident occurs, regardless of who is at fault, the vehicle's operator (or the VC, if the operator is injured) must notify immediately each of the following in order, either by telephone or in person:

- local law enforcement (police, sheriff, highway patrol) if a private vehicle or private property is involved and the accident occurs off government property
- the FMT
- LANL's Risk Management organization if a private vehicle or property is involved

Motor Equipment

The vehicle operator (or the VC, if the operator is injured) also must obtain and record information about the accident on GSA standard form SF-91, Motor Vehicle Accident Report (see Appendix). Copies of the form are in every government vehicle. Completed forms must be sent in five working days to the FMT.

Monthly Mileage Reports

GSA and DOE

The VCs in organizations with GSA or DOE vehicles enter vehicle mileage on the internet system each month. Each organization with government vehicles must designate for the VC the individuals responsible for providing odometer readings to the VC. The VC ensures the following:

- the odometer reading for each GSA and DOE vehicle is entered by the fifteenth of each month
- accounting codes for GSA vehicles are verified as correct
- corrections to GSA and DOE data entries are made before submitting them

Note: The internet system automatically enters an average mileage for vehicles that VCs are unable to obtain mileage for.

The FMT compiles the mileage data for GSA and DOE vehicles. The FMT sends the mileage data for GSA vehicles to GSA via an electronic file transfer process. The FMT reports the data for DOE vehicles to DOE/LAAO and DOE/AL.

Motor Equipment

Mileage Billing

The FMT certifies and the PM Group Leader approves payments for monthly GSA billings for vehicle use. The Business Team Leaders (BTLs) for each organization validate the charges through the general ledger for LANL accounts; they:

- verify the listed vehicle assignments and the information listed for each vehicle
- may compare the odometer readings on the on-line mileage reports with the billing costs
- send corrections to BUS-1 Accounts Payable

Vehicle Use Objectives

Policy

To ensure maximum use of government motor vehicles, LANL has established objectives based upon five vehicle categories: emergency response, general non-discretionary, craft non-discretionary, discretionary and uniquely equipped. With input from the FMT and VAT, LANL organizations categorize all of their vehicles.

Trip/Activity Logs

The VAT reviews vehicle categories and use objectives annually. If a LANL organization disagrees with a category assigned to a vehicle, it can appeal to the VAT. The decision of the VAT is final. If the FMT determines a vehicle is not meeting its use objective, the FMT asks the assigned organization to justify its retention of the vehicle. If the FMT and VAT determine that retention is not justified, they require:

- if a GSA vehicle, that the vehicle be released for redeployment at LANL or, if unneeded, returned to the GSAFMC

Motor Equipment

- if a DOE vehicle, that another LANL owner be found, or the vehicle be declared excess (see Chapter XIV, "Excess Property.")

The VCs are responsible for working with management to establish systems for signing out vehicles and tracking their mileage or activity.

Trip/activity logs are optional for general non-discretionary vehicles but are required for craft non-discretionary and uniquely-equipped vehicles. The same form is used for all logs (see Appendix). A "trip" is defined as each leg of the distance to a user's destination. For example, driving a vehicle from point A to point B to point C and back to point A equals four trips.

At minimum, the vehicle operator will be required to provide on the trip/activity log, the following information every time the vehicle is driven from its assigned location or used for an activity:

- vehicle license number and type (car, van, etc.)
- name & LANL worker identification number (WIN)
- date
- destination(s)
- trailer license number, if any
- sign-out time
- number of trips, upon returning
- or sign in time when activity is completed
- final odometer reading, upon returning

Explanations of the five categories and their use objectives follow. More detailed examples are available from the FMT.

41 CFR 109-38.50

Motor Equipment

Vehicle Types

Emergency Response Vehicles

Emergency response vehicles are those primarily used for initially responding to life- or property-threatening events. Examples include:

- fire trucks
- police cars
- ambulances
- vehicles used for transportation of hazardous materials cleanup crews and their equipment

Vehicles for emergencies that are not life- or property-threatening are excluded. An example is a vehicle used to respond to disruptions in telephone or data communications. A usage standard is not required by federal regulations and is not appropriate.

Discretionary Vehicles

Discretionary vehicles are those not critical to the performance of LANL functions. Although the absence of the vehicle might make a job more difficult, the job would not be impossible to perform. The operator could delay using the vehicle or use an alternative, such as a JCNNM taxi or a bicycle, without significantly impairing job performance. Any vehicle that does not meet the criteria for an emergency response, uniquely equipped, or non-discretionary vehicle is categorized as a discretionary vehicle.

The use objective for the discretionary vehicle category is a minimum of 250 miles per month. Maintaining trip/activity logs is optional.

General Non-Discretionary Vehicles

General non-discretionary vehicles are required by an organization to perform its primary mission. These vehicles are integral tools for the employees using them. If the vehicles were unavailable, employees would be unable to perform their primary job functions.

Motor Equipment

Such vehicle uses include one or more of the following:

- used primarily for field work
- used exclusively to move equipment and materials among sites
- used to go to sites where personal, commercially rented, or JCNNM taxi vehicles are not allowed
- modified for special single-purpose uses, such as for carrying high explosives

The use objective for this category is a minimum of six trips per day or 250 miles per month. Maintaining trip/activity logs is optional; however, if an organization chooses not to maintain a log, the mileage criteria will be the only use measure and the only means to justify retaining the vehicle. An organization may lose a general non-discretionary vehicle if its mileage usage is insufficient.

Craft Non-Discretionary Vehicles

Craft non-discretionary vehicles are assigned to contractors and LANL Facility Management Units (FMUs) and are used primarily for field work; exclusively to move equipment, construction and maintenance crews among job sites; to access sites where JCNNM taxis, personal or commercially rented vehicles are not allowed; or are modified for special single-purpose uses such as carrying high explosives.

The use objective for the craft non-discretionary vehicles is:

- Trip/activity logs are **required** and auditable by the work ticket number. A work ticket defines the scope (duration) of the work to be performed;
- A minimum of one work ticket per day having adequate scope to justify full-time utilization (8 hours) during a normal working day at one or more work sites.

Motor Equipment

A vehicle may be recalled or reassigned based upon reviews by JCNNM and the VAT.

Unique Utilization Vehicles

Vehicles are assigned to this category only after review by the Utilization Review Group (a working group of the VAT). The review may include a physical or pictorial examination, which may be waived if a justification is received and approved by the VAT. Vehicles in this category may be special purpose or dedicated large trucks with site-specific usage, but necessary for the performance an organization's mission regardless of the level of utilization. Some examples of these vehicles are:

- snow plows
- cherry pickers
- garbage trucks
- tankers

Unless an exemption memo is received and approved by the VAT, trip/activity logs are required for this category, documenting that the vehicle has been used **a minimum of 60 days in any given year**. The VAT will review vehicles in this category for duplicates and will promote vehicle sharing to increase usage. GSA will flag these vehicles in their database as "rotation exempt."

Motor Equipment

Replacement of Vehicles

Policy

Government vehicles at LANL will be replaced according to GSA or DOE replacement guidelines

Procedures

GSA

When a GSA vehicle is approaching or has reached GSA's replacement standard (when it has reached its allowable number of miles or years of service) and is eligible for disposal, the GSAFMC notifies the assigned organization. The notification asks the organization what type of replacement vehicle it would like, if any. If the organization does not respond by the date specified in the letter, GSA orders a similar model to the one being replaced.

41 CFR 101-38.402

DOE

Vehicle operators, with concurrence from their organizations, determine when a DOE-owned vehicle needs to be replaced because it is not in good or safe working condition and/or parts are not readily available. The operator requests a replacement in a written memo signed by the line manager. The memo is sent to the FMT, who reviews it and, if acceptable, notifies DOE/LAAO. The FMT notifies the operator's organizational VC in writing that the vehicle must be released as excess property without internal screening (see Chapter XIV, "Excess Property"). The FMT assists the organization with acquiring a replacement vehicle.

Motor Equipment

Commercial Motor Vehicles

Policy

A commercial motor vehicle (CMV) is a single vehicle or a **combination** of vehicles, e.g., **a truck and a trailer**, used in commerce on roads that have public access. It also has the following:

- a gross vehicle weight rate (GVWR) of 10,001 or more pounds as defined for interstate commerce

OR

a GVWR of 26,001 or more pounds as defined for intrastate commerce

OR

- is designated to transport 16 or more passengers, including the driver

OR

is designated to transport hazardous material as defined by the Hazardous Materials Transportation Act and is required to be placarded in accordance with 49 CFR, 172, Subpart F (See LANL's Packaging and Transportation Manual, Chapter 11).

Trailer Procedures

Acquisition

Purchase Requests (PRs) for trailers do not require justification or approvals. LANL transportation personnel are available for guidance on purchasing trailers that meet DOT requirements, and procurement purchasing documents include appropriate language for CMVs.

Motor Equipment

License Plates

To obtain E plates, requesters or their VCs furnish trailer information to the FMT on the "E Plate Request Form" (see appendix). The FMT reviews the form and requests the E plate from JCNNM, which will only issue plates if it has received a memo from the FMT. The JCNNM database contains records of all trailers with E plates, whether personal or real property.

PAIRS

Trailers are recorded on PAIRS if they are government personal property and meet the criterion for the dollar-level threshold, but not if they are real property (e.g., buildings).

Specifications

Property Accounting will consider a trailer to be personal property when it:

- stands-alone and is complete in itself--is neither attached to another modular and/or transportable unit nor are such units attached to it.
- has only the minimum footings and supports structurally required; examples of support are:
 - prefabricated or poured in place footings
 - wood or masonry pier supports and/or jacks
 - screw tie downs
 - skirting or earth berms
- has services provided only by "quick connect or disconnect" pedestals and outlets (not permanent installations) for the following:
 - gas and/or electric
 - sewage
 - communications

Motor Equipment

- has no site preparation except that required to achieve a level area on which to place it and to provide a suitable walkway for its users
- is intended for temporary use only

Motor Equipment

Other Motor Equipment

Policy

Other motor equipment must be protected as best as possible from theft or damage, including weather damage, and given regular preventive maintenance. Like all government property, it should be used to its maximum potential and only for government purposes.

Responsibilities

The Laboratory's Facilities Engineering Division (FE) has oversight of maintenance of this equipment. The equipment custodian (employee accountable for it) is responsible for ensuring that other motor equipment items receive the preventive maintenance recommended by their manufacturers.

Procedures for the acquisition, tracking, replacement, and disposal of other motor equipment is the same as for all other Government property.

PM reviews the use of other motor equipment maintenance during its biennial utilization reviews.

Replacement Standards

The replacement standards for other motor equipment are based on the standard service lives in years listed in DOE Order 2200.6A, as follows:

- Boats = 10 years
- Concrete mixers and pavers = 10 years
- Cranes, mobile = 15 years
- Excavating machinery = 10 years
- Mowers, riding = 5 years
- Road machinery = 10 years
- Scooters/carts = 6 years
- Tractors = 10 years
- Trucks & tractors, industrial = 10 years